



**NEW CONSTRUCTION
INFORMATION**

Prepared by
TRUCKEE DONNER PUBLIC UTILITY DISTRICT

(530) 587-3896

Revised July 9, 2010

I. INTRODUCTION

The Truckee Donner Public Utility District (the District) serves water and power throughout most of the Truckee area. This booklet is designed to provide you with information regarding District construction requirements and fees as well as policies affecting established customers. This booklet is not intended to insure adequacy and safety of the customer's wiring and equipment. Such responsibility remains with the customer. Also, the District does not perform the function of inspecting the customer's wiring in compliance with requirements of electrical codes or regulations established by public bodies; this function is the prerogative of the state, county, town, and other governmental authorities.

The District will review your project plans upon application. You will be advised of the meter placement and the water service location at this time.

There are certain overlapping service areas within the District where the District may provide one service and another agency may provide the other. These areas include Martiswoods Estates, Ponderosa Palisades South, Ponderosa Ranchos and certain portions of Sierra Meadows. Upon application to the District, you will be advised if this affects your property. The agencies and their telephone numbers are given below for your convenience.

If you should have any questions about District services, either while under construction or following completion, please contact the District at the number listed below.

Truckee Donner PUD

8:00 a.m. to 5:00 p.m., Monday through Friday
(530) 587-3896

Customer Service (Billing and Account Information)
8:00 a.m. to 5:00 p.m., Monday through Friday
(530) 587-3896

Additional Important Telephone Numbers:

Sierra Pacific Power Company	(530) 546-1700
Town of Truckee Building Dept.	(530) 582-7820
Truckee Sanitary District	(530) 587-3804
Tahoe Truckee Sanitation Agency	(530) 587-2525

TABLE OF CONTENTS

Section No.	Description	Page
I.	INTRODUCTION	ii
1	APPLICATION AND BILLING INFORMATION	1
1.1	<u>New Construction Guidelines</u>	1
1.2	<u>Temporary Power</u>	1
1.3	<u>Permanent Power</u>	1
1.4	<u>Water Connection</u>	2
1.5	<u>Connection and Facilities Fees</u>	2
1.5.1	<u>Applicability</u>	2
1.5.2	<u>Electric Connection Fees</u>	3
1.5.3	<u>Electric Facilities Fees</u>	4
1.5.4	<u>Collection of Facility Fees</u>	5
1.5.5	<u>Line Extensions</u>	5
1.5.6	<u>Expiration</u>	5
1.5.7	<u>Miscellaneous Fees</u>	5
1.6	<u>Water Connection and Facilities Fees</u>	6
1.6.1	<u>Fee Schedule</u>	6
1.6.2	<u>Water Service Fees</u>	7
1.7	<u>Deposit</u>	7
1.7.1	<u>Residential Customers</u>	7
1.7.2	<u>Commercial Customers</u>	8
1.8	<u>Connects, Disconnects, and Transfers</u>	9
1.9	<u>Billing</u>	10
1.10	<u>Termination of Service for Non-Payment</u>	10
1.11	<u>Disputed Bill Procedure</u>	12
2	ELECTRIC SERVICE REQUIREMENTS	13
2.1	<u>General Information</u>	13
2.2	<u>Delivery - Voltage and Phase</u>	13
2.3	<u>Voltage Regulation, District Substation</u>	13
2.4	<u>Voltage Regulation, Customer Side</u>	13
2.5	<u>Undesirable Service Characteristics</u>	13
2.6	<u>Temporary Service Requirements</u>	13
2.6.1	<u>Conditions</u>	13
2.6.2	<u>Service Attachment</u>	14
2.6.3	<u>Wood Block</u>	15
2.6.4	<u>Service Entrance Raceway and Conductors</u>	15
2.6.5	<u>Fused Load Break Service Switch Or Circuit Breaker</u>	15
2.6.6	<u>Receptacles</u>	15
2.6.7	<u>Ground</u>	15
2.6.8	<u>Miscellaneous Conditions</u>	16
2.7	<u>Metering and Service Requirements</u>	16
2.7.1	<u>General</u>	16
2.7.2	<u>Location of Meter and Service</u>	18
2.7.3	<u>Service Entrance Conductors</u>	19

2.7.4	<u>Service Conduit</u>	19
2.7.5	<u>Meter Socket</u>	20
2.7.6	<u>Service Switch</u>	21
2.7.7	<u>Grounding</u>	21
2.7.8	<u>Miscellaneous Conditions</u>	21
2.8	<u>Permanent Overhead Service Requirements</u>	21
2.9	<u>Permanent Underground Service Requirements</u>	22
2.10	<u>Electrical Generators</u>	24
2.10.1	<u>Auxiliary Power</u>	24
2.10.2	<u>Cogeneration and Small Power Production</u>	24
3	<u>WATER SERVICE REQUIREMENTS</u>	25
3.1	<u>Water Service Information: Single Family Residential</u>	25
3.2	<u>Water Service Information: Multi family Residential</u>	25
3.3	<u>Customer Owned Facilities</u>	26
APPENDIX		27

Standard Drawings - Electric Service

See current *Electric and Broadband Construction Details Book* for the following *Electric Department Standards*:

Riser Pole Details	UR-S
Trench Construction Details	UT-S1
Trench Construction Details	UT-S2
Trench Construction Details	UT-S3
Vault Installation Details	UV-S1
Transformer Pad and Switch Pad Detail	UTP-S1
Padmount Barrier Post Layout	UBP-S1
Barrier Post Details.....	UBP-S2
Temporary Power Pole.....	OTP-1
Decorative Residential Meter Housing	M-1A
Ground Clearances for Overhead Supply Service Drops	GC-1
Typical Overhead Service Drop Installation.....	OHS-1
Underground Service Entrance Detail	US-1
Junction Enclosure 3-PH Loadbreak 4-Way.....	UJ3-S
Junction Enclosure 1-PH.....	UJ1-S
Secondary and Communication Box Installation Details.....	UBOX-S1, S1AUBOX-S2, S2A
Metering – General Requirements.....	M-1
Metering – Multiple Meters.....	M-2
Metering – 2 Commercial Panels.....	M-3

Standard Drawings - Water Service

Typical Open Trench Meter Pit Installation.....	NCB-W-1
Typical Open Trench with Precast Concrete Boxes	NCB-W-2
Water Residential Service Connection Request Agreement Service Connection Request Form	

1 APPLICATION AND BILLING INFORMATION

1.1 New Construction Guidelines

1. Complete Application for Service
2. Pay Connection Fees (Water and/or Electric)
3. Pay Consumer Deposit
4. Bring copy of site plan and elevation drawings for proper meter placement on the structure.
5. Read THOROUGHLY the Construction Specifications from the District.

1.2 Temporary Power

1. INSTALL TEMPORARY POWER POLE PER THE DISTRICT INSTRUCTIONS AND SPECIFICATIONS. See Section 2.6.
2. Request inspection from Building Department
 - a. Town of Truckee 582-7820
 - b. Placer County 581-6200
3. Contact the District to request service connection: 587-3896
4. The District will schedule the service connection after verification of approval from the Building Department and you request the connection be made.
5. The District will not make a service connection if the service does not meet the District standards and/or has not been approved by the Town of Truckee Building Department or Placer County if applicable.

1.3 Permanent Power

1. INSTALL METER BASE AND SERVICE ENTRANCE PER THE DISTRICT INSTRUCTIONS AND SPECIFICATIONS. See Sections 2.7 and 2.8
2. Same as steps 2 through 5 for temporary power

1.4 Water Connection

1. Customer must notify District five (5) working days before the service connection excavation is to be opened, notification must be submitted in writing by fax, mail or in person at District customer service counter.
2. Allow five (5) working days (M-F) after service connection excavation is open for District to install meter, if service connection excavation is not done per drawing, and additional work is required to make the connection or the installation can not be made, then there will be a charge by the District for mobilization (the District's cost for staff and equipment). The additional mobilization charge must be paid and service connection excavation must be done per drawing, before District crews will return to do connection work.
3. After meter is installed it is the customer's responsibility to backfill the service connection excavation, if the service connection set is not completed in the given five (5) days, the customer can backfill the service connection excavation and it will become the District's responsibility to re-open the service connection excavation and do the service connection and backfill the trench at no extra cost to the customer, at no time will the customer be allowed to connect the service themselves.

IF YOU HAVE ANY QUESTIONS, BE SURE TO CALL THE DISTRICT!

1.5 Connection and Facilities Fees

1.5.1 Applicability

The following is a fee schedule indicating the applicable costs for residential and commercial construction fees. The charges apply to all applicants for service at locations not previously serviced by the District or where the serving capacity to an existing service is increased. The initial charge for service to customers under the District's electric tariff shall consist of a connection fee and a facilities fee.

The fees are based upon the actual lot, unit and subdivision for which you are applying. For an accurate accounting of costs which apply to your service, please contact the District.

1.5.2

Electric Connection Fees

Size and Type of Service	Connection Fee
A. Single phase, 120/240 service – 200 amp Three-wire overhead	
1) Temporary	Actual cost
2) Permanent connection to structure	\$1,248
3) Temporary connection to customer-owned power pole and subsequent transfer to structure	\$1,534
B. Single phase, 120/240 service – 200 amp Three-wire underground (overhead transformer)	
1) Permanent connection to structure	\$1,248
2) Temporary connection to customer-owned power pole; removal of same and installation of underground permanent service to structure	\$1,534
C. Single phase, 120/240 service – 200 amp Three-wire underground (padmount transformer)	
1) Permanent connection to structure	\$1,248
2) Temporary connection to customer-owned power pole; removal of same and installation of underground permanent service to structure	\$1,534
D. Single phase, 120/240 service – 400 amp Three-wire underground or overhead	
1) Permanent connection to structure	\$2,364
2) Temporary connection to customer-owned power pole; removal of same and installation of underground permanent service to structure	\$2,649
E. Three phase, 208v, 240v or 480v service Four-wire overhead	
1) Permanent connection to structure	Actual Cost
2) Temporary single phase 120/240 service for construction purposes to become three-phase permanent service to structure	Actual Cost
Overhead to Underground upgrade or relocate, up to 200 amp panel	\$1,248
Overhead relocate	\$371
400 amp upgrade	\$1,854
Temporary overhead service	\$773
Overhead to Underground upgrade or relocate, up to 200 amp panel, with TPP (Temp to Permanent Installation)	\$1,534

THESE FEES PROVIDE A MAXIMUM OF 125 FEET OF SERVICE CABLE; ADDITIONAL FOOTAGE WILL BE BILLED AT ACTUAL COST.

(ORDINANCE 2008-02, 2/6/08)

1.5.3 Electric Facilities Fees

Residential

Voltage	Panel Size	1 Phase Fee
120/240	200 or less	\$1,298
	400	\$2,595

Commercial

Voltage	Panel Size	1 Phase Fee	3 Phase Fee
120/240	200A or less	\$1,298	\$2,247
120/240	400	\$2,596	\$4,496
120/240	600	\$3,893	\$6,743
120/240	800	\$5,191	\$8,992
120/240	1000	\$6,489	\$11,239
120/240	1200	\$7,787	\$13,488
120/240	1400	\$9,085	\$15,734
120/240	1600	\$10,382	\$17,983
120/208	200A or less	\$1,125	\$1,948
120/208	400	\$2,250	\$3,896
120/208	600	\$3,374	\$5,844
120/208	800	\$4,499	\$7,792
120/208	1000	\$5,624	\$9,741
120/208	1200	\$6,749	\$11,688
120/208	1400	\$7,873	\$13,636
120/208	1600	\$8,998	\$15,586
120/208	2000	\$11,248	\$19,481
277/480	200A or less	\$2,596	\$4,496
277/480	400	\$5,191	\$8,992
277/480	600	\$7,787	\$13,488
277/480	800	\$10,382	\$17,983
277/480	1000	\$12,978	\$22,479
277/480	1200	\$15,574	\$26,975
277/480	1400	\$18,169	\$31,470
277/480	1600	\$20,765	\$35,966
277/480	2000	\$25,956	\$44,956

(Ordinance 2008-03, 2/6/08)

- 1.5.4 Collection of Facility Fees - For new residential developments, the developer will pay \$1298 per residential parcel upon signature of the development agreement.

Within existing residential areas, the developer or owner who builds a home on a vacant parcel will pay the difference in facility fees between the current facility fee and whatever fee was paid for that particular parcel at the time the residential area was originally developed. In addition, if the developer or owner who builds a home on a vacant parcel desires to install a electric service larger than a 200 amp single phase panel, the developer or owner will pay the difference in facility fees between the larger panel and a 200 amp panel. This methodology also applies to existing residential customers. For example, a customer who wants to increase their existing panel size will pay the difference in facility fees, at the current fee schedule, between the larger panel and whatever facility fee was paid at the time the existing panel was installed.

- 1.5.5 Line Extensions - Actual proportionate share. Depends upon area and original line extension. (RES 8407, 2-6-84, 5.48)

- 1.5.6 Expiration - Electric fees paid will be effective for a period of two years from the date of application. Applicant may be subject to payment of increased fees if the permanent connection has not been made within the specified time period. (RES 8454, 94-84) The fees quoted in section 1.5.2A and B above are subject to revision from time to time by action of the Board of Directors.

1.5.7 Miscellaneous Fees

ELECTRIC

Relocation of underground services with no benefit to the District	Actual Cost
Temporary removal of electrical facilities for customers sole convenience (except for service removal and replacement to remove trees)	Actual Cost
Relocation of security lights	Actual Cost
Service reconnect or disconnect at the pole	Actual Cost
Service disconnect or reconnect during normal working hours for the customer to repair their own facilities	\$0.00
Service disconnect or reconnect after normal working hours for the customer to repair their own facilities	\$365.00
Remove or reinstall service drops for removal of trees during normal business	\$0.00
Remove or reinstall service drops for removal of trees after normal business hours	Actual Cost
Meter reconnection or disconnection of three phase with a locking main or single phase to establish and close an account during office hours; also includes transfers for both single phase and all three phase	\$60.00
Meter reconnection, disconnection, or transfer to establish and close an account	\$365.00
Meter reconnection or disconnection to establish and close an account during	\$90.00

office hours - polyphase (without a locking main)	
Establishing and closing an account as of the last reading date	\$30.00
Automatic transfer of an account back to an owner	\$0.00
Resealing meter; ring seal first occurrence - single phase	\$0.00
Resealing meter; ring seal first occurrence - polyphase	\$0.00
Resealing meter; ring seal second occurrence - single phase	\$70.00
Resealing meter; ring seal second occurrence - polyphase	\$100.00
Resealing meter; both the ring seal and the inner seal are cut or missing - single phase (all occurrences)	\$75.00
Resealing meter; both the ring seal and the inner seal are cut or missing - polyphase (all occurrences)	\$105.00
Repairing or replacing a broken meter - standard single phase	\$160.00
Repairing or replacing a broken meter - standard polyphase	\$685.00
Resealing meter; UO seal	\$35.00
Testing of single phase meter at customer request and the meter has been tested within three years (cost is refunded if the meter is more than 2% fast)	\$65.00
Testing of polyphase meter at customer request and the meter has been tested within three years (cost refunded if meter is more than 2% fast)	\$125.00
Performing a special reading	\$35.00
Monthly Security Light Service - 100w	\$15.00
Monthly Security Light Service - 200w	\$20.00
Monthly Security Light Service - 400w	\$30.00
Callout after normal business hours Ordinance 2008-05, 2/20/08)	\$365.00

REFERENCE: Miscellaneous Services (Customer requests)
Electric Rule No. 25. (RES 8430; MIN ORDER 95-104; ORD 8802, ORD 9106)

1.6 Water Connection and Facilities Fees

1.6.1 Fee Schedule

Type of Service	Fee
Residential Service Connection, 5/8" x 3/4" (ORD 200801,2/6/08)	\$1,185.00
Residential Service Connection, 3/4" (ORD 200801,2/6/08)	\$1,220.00
Facilities Fee, 5/8"x3/4" (ORD 200503, 4-6-05)	\$1.64 X Living Sq. Ft
Tapping Fee, 3/4" (ORD 9204, 5-6-92)	Actual Cost
Road Crossing, (ORD 9204, 5-6-92)	Actual cost

The fees quoted above are subject to revision from time to time by action of the Board of Directors.

1.6.2 Water Service Fees

Any customer requesting work for their sole convenience will be charged the actual cost of the service performed, including material, labor, equipment and overhead, and in no instance less than \$25.00. This policy is applicable, but not limited to, the following services.

1. Relocation of water services.
2. Disconnection or reconnection of service.
3. If a customer requests the water to be shut off and/or reconnected because of frozen pipes, there is no charge during regular business hours.
4. If a customer backfills the trench when installing a new service prior to the District installing it's facilities.

WATER- Miscellaneous Fees

Relocation of water services	Actual Cost
Physical disconnection or reconnection of water service during normal business hours	\$0.00
Callout after normal business hours (including frozen pipes)	\$300.00
Trench backfilled before District installs facilities	Actual Cost
Meter reconnection, disconnection, or transfer for establishing and closing a water only account - unmetered	\$15.00
Meter reconnection, disconnection, or transfer for establishing and closing a water only account - metered	\$35.00
Performing a special reading	\$35.00

Reference: Resolution 1984-06, 2/6/84, Ordinance 2008-05 (2/15/08)

1.7 Deposits

1.7.1 Residential Customers

1. A deposit, equal to two times the highest monthly bill within the last 12 months, will be required of all customers before electric and/or water service is supplied.
2. Customers who are able to provide the District with a letter from a prior or current comparable utility company showing a record of prompt payments will not be required to pay a deposit so long as their account is paid in a timely manner. The letter from the utility must show that the that the customer has had utility service in his name for at least 24 months, has paid the bills promptly, and is not currently past due on any accounts with that utility.

The letter of credit history provided must be completed on the responding utility's form, must include the information requested by the District and must be received by the District from the responding utility within 10 working days.

3. A deposit will be required of all new construction customers before electric and/or water service connections are scheduled. The minimum deposit will be that amount established by the most recent ordinance approved by the Board of Directors.

New Construction Customers	Deposit
1. Electric space heat and/or water heater with water service	\$200.00
2. Gas heat and gas water heater with water service	\$100.00
3. Water service only	\$ 80.00

4. Customers moving from one residence to another within the District, who have met the credit requirements in number 5 below, will not be required to pay a deposit. New construction customers, who have met the credit requirements in number 5 below, will not be required to pay a deposit.
5. Credit may be established by a customer if he has had service in his name for at least 12 months, has paid his bills promptly and has not received more than 2 late payment notices in 12 consecutive months.
6. Deposits will be retained for a minimum period of 12 months. If the customer has established credit with the District, he will be refunded his deposit with interest.
7. Interest paid on deposits will be the average rate paid by local banking institutions on regular passbook savings accounts and will be adjusted quarterly.
8. Upon termination of service, any retained deposit and accrued interest will be applied against unpaid bills of the customer and, if any balance remains after such application, said balance shall be refunded to the customer.

1.7.2 Commercial Customers

1. A deposit or suitable guarantee equal to two (2) times the highest estimated monthly bill will be required of any customer before electric and/ or water service is supplied.

2. If this is a new service, the customer will be required to pay a deposit equal to the greater of the following:
 - a) The minimum deposit amount established by the most recent ordinance approved by the Board of Directors.
 - b) An estimated amount based on the load requirements of the service.
3. Customers moving their business (under the same name) from one location to another within the District, who have met the credit requirements in number 4 below, will not be required to pay a deposit. New construction customers, who have met the credit requirements in number 4 below, will not be required to pay a deposit.
4. Credit may be established by a customer if he has had service in his name for at least 24 months, has paid his bills promptly and has not been a collection problem within the last 12 months of this period.
5. Deposits will be retained for a minimum period of 24 months. If the customer has established credit with the District, he will be refunded his deposit with interest.
6. Interest paid on deposits will be the average rate paid by local banking institutions on regular passbook savings accounts and will be adjusted quarterly.
7. Upon termination of service, any retained deposit and accrued interest will be applied against unpaid bills of the customer and, if any balance remains after such application, said balance shall be refunded to the customer.

1.8 Connects, Disconnects, and Transfers

1. Please contact our Customer Services office at least one day in advance of your desired service connect, disconnect, or transfer date. A current or final reading will be scheduled for that date. This procedure will only be altered if weather or the volume of requests prevents us from being able to process the request. In regards to transfers and disconnects, service will be disconnected unless we have authorization on file from the owner to transfer service back into his/her name, or another application for service has been received.
2. No disconnects, connects, or service transfers will be done on weekends or holidays observed by the District.

3. If you have had service in your name and are moving to another residence serviced by the district, you may stop by the office or call us to make the transfer arrangements. You will still need to meet the District's credit requirements, if you have not already done so.

1.9 Billing

1. Bills shall be rendered monthly and shall be paid at the District office or at other locations designated by the District. You may pay your bill by mail or in person. A night depository is also available for payments made after regular business hours. Please do not pay by cash when using the night depository.
2. Failure to receive the bill will not release the customer from their payment obligation.
3. The due date for payment of the bill is 19 days after the day the bill is mailed to the customer.
4. Should the due date of the bill fall on a Saturday, Sunday, or recognized holiday, the business day next following the due date will be held as a day of grace for delivery of the payment.
5. If at the time of billing, a customer has a previous balance, a late payment charge will be charged at the rate of 18% per annum or a minimum charge of \$5.00.
6. A returned check charge of \$10.00 will be made to customers for each check returned for insufficient funds.
7. For customers with hardship or other special extenuating circumstances, special financial counseling is available. When requested by the customer, the District may arrange for the customer to pay the bill in installments.
8. In some instances, the District may install a power limiting device.

1.10 Termination of Service for Non-Payment

1. A notice that service is subject to termination for non-payment will be by written notification from the District. This notice will be printed at the time a bill is generated that shows a previous balance on the account.
2. Written notice of termination of service shall be mailed or delivered to the customer's premise at least fifteen (15) calendar days prior to the scheduled date of termination.
3. The "NOTICE OF TERMINATION OF SERVICE" shall include:

- a) The name and address of the customer whose account is delinquent.
 - b) The amount of the delinquency.
 - c) The date by which payment or arrangements for payment is required to avoid termination.
 - d) The procedure by which the customer may request amortization of the unpaid charges.
 - e) The procedure by which the customer may obtain information on the availability of financial assistance.
4. The District will make an attempt to collect the amount due by a visit to the customer's premise at least 48 hours before service is to be shut off. A 48-hour notice ("FINAL ATTEMPT TO COLLECT BEFORE TERMINATION" notice) shall be given to the customer or a responsible adult. If neither is present, the notice will be left at a door of the premise. A duplicate copy of the 48-hour notice will be mailed on the same day to the address on the account. There will be a \$10.00 delinquent account processing fee charged for this procedure.
 5. If the customer does not make payment or make other arrangements acceptable to the District by the time stated on the last day for payment, the District will proceed on schedule with termination.
 - a) Payments made against uncollectible funds (i.e. check returned for insufficient funds, closed account, etc.) to avoid disconnection, will be considered non-payment and the District will immediately proceed to the 48-hour notice of termination.
 - b) Payments made against uncollectible funds in order to have service reconnected, will be considered non-payment and the District will immediately proceed to the 48-hour notice of termination.
 - c) If the customer does not meet his payment arrangement, it will be considered non-payment and the District will immediately proceed to the 48-hour notice of termination.
 6. The employee carrying out the termination procedure will attempt, before disconnecting the service, to contact the customer at the premise in a final effort to collect the payment and avoid termination.
 7. Termination will not be made on any Saturday, Sunday, legal holiday or any time during which the business office of the District is not open.
 8. Upon written request by a customer having a valid need, the District will record the name of a third party to be given prior notification if the customer's service is to be terminated.

9. Customers who have been disconnected for non-payment or have made arrangements to amortize the amount due, will be required to re-establish credit by paying a deposit or an additional deposit.
10. A customer who transfers service from one account to another and fails to pay his final bill on the old account within the 19 day period will be subject to the disconnect procedure at the new account.

1.11 Disputed Bill Procedure

A complaint or investigation request initiated within 5 days of receipt of the contested bill will be reviewed by the District during which time consideration will be given to amortize the unpaid balance over a reasonable period of time. If you thereafter disagree with the District's disposition of your complaint or dispute, the amount of the bill should be deposited with the Clerk of the District. You should attach the bill and a statement supporting your belief that the bill is not correct. The Board will review the basis of the billed amount and make disbursement in accordance with its findings.

END OF SECTION 1

2 ELECTRIC SERVICE REQUIREMENTS

2.1 General Information

To the best of its ability and in consideration of the existing source, the District will supply electricity at each customer's service connection dependably and safely, in adequate quantities to meet the reasonable needs and requirements of the customer, in accordance with these policies.

2.2 Delivery - Voltage and Phase

All service shall be alternating current - 60 hertz. Nominal secondary delivery voltages that may be available are 120/240 volt single phase; 120/208 volt single phase; 120/208 volt three phase; 277/480 volt three phase.

2.3 Voltage Regulation, District Substation

To the best of its ability and in consideration of the existing source, the District will regulate its voltage at each of its substations so as to ultimately supply the consumers their nominal secondary voltage plus or minus 5%. (MO94 - 12, 1-17-94)

2.4 Voltage Regulation, Customer Side

Customers with computers, solid state devices, or other voltage sensitive equipment may have to safeguard this equipment by the application, at Customer expense, of line filters, solid state line-voltage regulators, transient suppressors, isolating transformers, uninterruptible power supply (UPS) systems or other devices.

2.5 Undesirable Service Characteristics

The District may refuse or discontinue service to a customer if the customer's installation has load characteristics that may cause excessive voltage fluctuations, impairment of service or damage to the facilities of the District or other customers. Undesirable load characteristics include, but are not limited to, unbalanced load between phases, a power factor below 90% or unusual demand fluctuations produced by the customer's equipment. The District may require, as a condition of service, that a customer install, at his or her own expense, equipment that will eliminate the undesirable load characteristics.

2.6 Temporary Service Requirements

2.6.1 Conditions

1. The District will supply temporary service to customers under the following conditions:

- a) Where temporary service is not intended to transfer to that of a permanent status, the applicant will be required to pay to the District in advance, the estimated cost of installing and removing the facilities required, as determined by the District.

The applicant shall be required to pay a deposit in accordance with the District's rules and regulations.

- b) Where temporary service is for the purpose of construction and the service will ultimately transfer to permanent single phase, the customer shall be required to pay applicable connection and facilities fees for permanent service.
- c) Where temporary service is for the purpose of construction and the service will ultimately transfer to permanent three phase, the customer shall be required to pay applicable connection and facilities fees for temporary service. In order to establish permanent service, the customer will be required to pay the actual cost for the permanent service connection and facilities fees as established by the District.

2.6.2 Service Attachment

- a. Install temporary power pole according to the requirements as shown on Standard Drawing E-8. Contact the District with any questions concerning materials or installation requirements.
- b. For service located on same side of street as power line, one piece self-supporting timber, 6" x 6" nominal x 20' maximum or 16' minimum, or
- c. For service located across street from power line, self-supporting 20' pole with 5" minimum top diameter, or
- d. Self-supporting 20' minimum metal pole meeting equivalent strength requirements for (a) and (b).
- e. Where required clearances cannot be obtained with the pole shown, a longer pole shall be provided.
- f. Temporary electrical service may be attached to a TREE on a 2" x 10" x 12' wood plank. Weatherhead to be a minimum of 12' from ground. Metal straps must encircle tree. **There shall be a minimum of 3 straps.**
- g. All self-supporting poles shall have a 1" PVC conduit attached at the bottom of the pole and extending 5 feet upward, thereby allowing the District to verify bury depth of the pole.

- h. ALL self-supporting poles and timbers in (a), (b) and (c), more than 25' from the District's serving pole will require braces to hold pole in place. Said braces shall be solidly affixed to the pole 24 "(2 feet) from the top. At ground level, braces shall be solidly affixed to stakes driven to a minimum depth of 24" (2 feet). Horizontal distance of driven stakes from supported pole shall be a minimum of 8 feet for a 16' pole and 10 feet for a 20' pole.

2.6.3 Wood Block

- a. 4" X 4" X 6" wood block, bolted to pole in 1/2" gain. Block is not required if plastic conduit is used or on a metal pole if it is effectively grounded.

2.6.4 Service Entrance Raceway and Conductors

- a. Galvanized rigid steel conduit or
- b. Intermediate metal conduit or
- c. Code approved PVC or
- d. Electric metallic conduit
- e. Service conductors shall conform to National Electric and Local Codes.
- f. Braces shall be placed so they brace against the pull of the service wire.
- g. Consult the District as to exact location and height of weather head.

2.6.5 Fused Load Break Service Switch Or Circuit Breaker

- a. The customer shall supply a minimum 20 amp circuit in a weatherproof metal electrical box with all knockouts intact or blanked out with a grounded receptacle installed thereon.
- b. All conduit fittings must be rain tight.

2.6.6 Receptacles

- a. All boxes must be weatherproof
- b. Receptacles shall be properly rated for the load to be serviced.
- c. Receptacles used to connect portable tools shall be 3-pole type for single-phase motors and 4-pole type for three-phase motors, one contact to be used for grounding connection. Where more than one voltage is used, the receptacles shall be non-interchangeable.

2.6.7 Ground

- a. The temporary service is to be grounded according to the National Electric code and Local Codes.

- b. Ground wire is to be attached to a copper electrode, 8' long, (#5 rebar is acceptable) driven to within 2" of the ground or a 3/4" galvanized electrode of the same length.
- c. Firmly attach ground wire with a proper bronze clamp if copper electrode or proper galvanized clamp for a galvanized electrode.

2.6.8 Miscellaneous Conditions

- a. **A representative of the District shall be consulted prior to the installation of any electrical service.**
- b. All temporary electrical services are to be tagged by the Building Department prior to the District connection.
- c. Any conditions not covered above must be approved by the Town Building Department, the District., and Placer County if applicable, before the service is installed.

2.7 Metering and Service Requirements

2.7.1 General

- 1. Service connections - It shall be the policy of the Truckee Donner Public Utility District to require all new or rebuild construction to be placed underground wherever practical. Special Circumstances may dictate underground is not practical and the District reserves the right to determine the practicality of a project. **The installation of overhead electrical facilities to serve single-family dwellings, within an existing overhead subdivision, shall be permitted. All multi-family dwellings, commercial buildings, and land parcels that are to be divided into four or more individual lots, shall require the installation of underground facilities regardless of location.**

- a) Overhead service facilities, at secondary voltage, 480 volts or less:

In areas supplied by the District's overhead facilities, where the District's distribution pole line is located on a street, highway, lane, alley, or private easement immediately contiguous and at a distance not to exceed 200 feet to the customer's premises the District will, in accordance with the established service connection charges, furnish and install a service drop from its pole line to a point of attachment determined by District personnel, on the customer's building or other permanent support; said support shall be provided by customer. Connection made at the weatherhead connecting the District's service line to the customer's service line shall be made by District personnel.

After application for electricity and before the customer puts up the service and meter socket, he shall make request for a District

employee to come out and mark on the wall where the service and meter socket are to be located. The District reserves the right to refuse service to any customer not complying with this rule.

b) Underground service facilities at secondary voltages:

In areas supplied by the District's overhead facilities, where the District's existing distribution pole line is located and at a distance not to exceed 125 feet to the customer's premises, the District will, in accordance with the established service connection charges, furnish and install into the customer's trench and conduit, cable from the existing distribution pole line to the customer's service entrance. Service connections of District-installed cable shall be made by District personnel. For distances over 125 feet, the customer shall be charged a fee as specified in the District's established connection charges.

The trench, conduit, and backfill shall be furnished by the customer at their expense from a place on the building designated by the District to a place on the pole or at a splice box also designated by the District. The District will provide the secondary splice box should one be required, for installation by the customer at their expense.

2. The District is not obligated to serve any customer who fails to implement and complete all of the District's requirements for service.

a) The electric meter shall not be less than five feet nor more than six and one half feet from final grade or surface. Any Variance from these measurements must be pre-approved by the District.

b) Any service requiring a transformer rated meter, the customer shall provide, in addition to the appropriate meter socket, an approved box to house current and/or potential transformers. The meter socket and current transformer box may be located in separate boxes or may be housed in one box. See the Electric Utility Service Equipment Requirements Committee (EUSERC) standards which are available from the District.

c) Any service disconnect switch used on customer's facilities shall be Underwriter's Laboratory approved for service entrances. Consult local inspection authorities for required service switch or circuit breaker size.

d) Consult local inspection authorities for required grounding as to conductor size and type.

Customer's ground and District supplied neutral must connect at some point in the customer's service so as to prevent any possibility of potential voltage between the neutral and the ground.

e) **If a meter becomes inaccessible for any reason, the customer shall promptly move the meter socket and/or service to any accessible location as required by the District.**

f) If a meter socket and/or electric service comes into disrepair for any reason, the customer shall promptly repair the socket and/or service to applicable standards or codes. The District will assist by disconnecting the District's cables so that work may proceed and will connect to customer's wires after work is completed and any necessary inspections are made and tagged by local inspection authorities.

3. **The District will not connect to any one building more than one service** for each voltage classification, **either overhead or underground**, except for the District's operating convenience or where the customer is required by law to install emergency lighting facilities. Connection of such service to or disconnection of such service from, the District's lines shall be made only by authorized employees of the District.

4. Service requiring a transformer bank on customer's premises.

Where a transformer bank is required in the District's judgment, for the sole use of a customer or structure, such customer shall provide a location for a padmount transformer on his property. The location is to be approved by the District as to installation of facilities and access for maintenance.

5. Primary voltage supply to customer's premises.

By means of underground facilities wherever in the District's judgment it is practicable to do so, the District, at customer's expense, will construct a primary voltage supply line from its distribution facilities to a termination point installed on the customer's premises.

Resolution #8430 - Service Connections

2.7.2 Location of Meter and Service

1. For the normal residence or business, one (1) meter per service or building shall be installed.
2. For apartments, condominiums, townhouses, and other multiple dwelling units, one meter per unit, apartment, condominium, etc. shall be installed. Said meters shall be grouped together at one common

location on the building per District standards. The permanent identification must appear on both the meter panel and the entrance to the unit before meters are set.

3. For multiple businesses, offices, or commercial buildings, the original installation shall be one meter per unit and the building(s) shall be so wired. Said meters shall be grouped together at one common location on the building per District standards. The permanent identification must appear on both the meter panel and the entrance to the unit before meters are set.
4. **Meter and service location must be approved and marked by the District for the customer prior to installation. In no instance shall the meter be inside a residential dwelling.**
5. All electrical services are to be approved and appropriately tagged by the local inspection authorities prior to the District's connection.
6. If the meter is located above any deck or porch, said deck or porch must be readily accessible from the ground, by way of an outdoor stairway. A meter will not be installed in any service above a deck or porch unless said deck or porch is fully constructed.
7. If for any reason a meter becomes higher or lower than approved by the District, the customer may be required to move the service and/or meter socket to a location approved by the District.
8. All connections made by the customer at the meter base must be tight.

2.7.3 Service Entrance Conductors

1. Consult local inspection authorities for size and type of conductors.
2. Conductors shall be supplied and installed by the customer with the exception of underground service which is supplied and installed by the District.
3. Conductors from the meter base to the weatherhead must be in conduit.

2.7.4 Service Conduit

1. Consult local inspection authorities for size and type of conduit.
2. Minimum size acceptable to the District of underground conduit shall be 3" for a 200 amp panel. For a 400 amp panel, a 3" underground

conduit is required. All underground conduit shall be a minimum of Schedule 40 PVC except as specified by District Engineering staff.

3. Water pipe or water pipe fittings are not permitted.
4. The conduit shall be one continuous length from service head to the meter socket.
5. The service conduit shall be supplied and installed by the customer.

2.7.5 Meter Socket - Residential or commercial unless otherwise stated.

1. Single phase, self-contained meter
 - a. 100 or 200 amp, 120/240 volt, 3 wire with one wire as neutral-four jaw socket
 - b. 100 or 200 amp, 120/208 volt, 3 wire with one wire as neutral-five jaw socket
 - c. 320 amp, 120/240 volt, 3 wire with one wire as neutral special four jaw socket - Residential only
2. Single phase, transformer rated meter
 - a. 200 to 800 amp, 120/240 volt, 3 wire with one wire as neutral-six jaw socket
3. 3 phase, self-contained meter
 - a. 100 or 200 amp, 240 volt, 3 wire, no neutral-five jaw socket
 - b. 100 or 200 amp, 120/240 volt, 4 wire with one wire as neutral-seven jaw socket
 - c. 100 or 200 amp, 120/208 volt, 4 wire with one wire as neutral-seven jaw socket
 - d. 100 or 200 amp, 240/480 volt, 4 wire with one wire as neutral-seven jaw socket
 - e. 100 or 200 amp, 277/480 volt, 4 wire with one wire as neutral-seven jaw socket
4. 3 phase, transformer rated meter
 - a. 200 to 800 amp, 240 volt, 3 wire, no neutral-eight jaw socket
 - b. 200 to 800 amp, 120/240 volt, 4 wire with one wire as neutral-13 jaw socket
 - c. 200 to 800 amp, 240/480 volt, 4 wire with one wire as neutral-13 jaw socket

5. The meter socket must be installed in a true vertical plane.
6. The meter socket shall be located on the outside of the building.
7. **If District personnel sees that a meter socket and/or service is in need of repair and not being repaired, then the District shall inform the customer of the problem, and a reasonable time limit shall be given to the customer to make corrections.**
8. **If the problem is not corrected within the time limit (90 days unless hazard is present requiring less notification),customer may be disconnected.**

2.7.6 Service Switch

1. Any switch used shall be Underwriter's Laboratory approved for service entrances and shall be of an approved rain tight type.
2. Consult local inspection authorities for required service switch or circuit breaker size.

2.7.7 Grounding

1. Consult local inspection authorities for required ground conductor size and type.

2.7.8 Miscellaneous Conditions

1. All electrical services are to be tagged by the Building Department prior to District connection.
2. Any conditions not covered above must be approved by the Town Building Inspector, a representative of the District, and Placer County where applicable, before they are installed.

2.8 Permanent Overhead Service Requirements

- A. No periscope of service conduit through roof will be permitted with the following possible exceptions:
 1. A round or octagonal shaped building with a corresponding shaped roof.
 2. A building with a flat roof designed to roll water and carry the weight of snow.

3. It is the customer's responsibility to check first and obtain written approval of any exceptions to this rule.
- B. The required ground clearances for conductors shall be maintained as per the attached standard drawings.
 - C. Customer shall furnish and install an approved rain tight service or weatherhead at a point suitable for connecting the customer's service entrance conductors to the District's conductors.
 - D. The point of attachment must be located as designated by District personnel.
 - E. Eye bolts or equally secured means are required for the support of the service drop. Eye bolts or clevises will be supplied by the District, but must be installed through a minimum of 2" x 4" backing. Lag screws are not permissible.
 - F. Customer shall leave a minimum of 18" of conductor protruding beyond the weatherhead of an overhead service.

2.9 Permanent Underground Service Requirements

- A. All required trench clearances shall be maintained as per District Standards and General Order 128.
- B. Water, sewer, gas, telephone, and TV cable will be allowed in the same trench, in their respective conduits, with the District's service conduit (see District Standards).
- C. If a pole is needed as a result of not being able to trench, bore, or obtain the necessary permits for a road crossing, the District will install the riser pole and necessary hardware and anchors. The customer shall pay to the District all actual costs for the District to install the pole including the cost of the pole, hardware, anchors, labor and overheads. The District will be responsible for the riser on the pole (with the exception of the first 10 feet) and the span of secondary conductor between the distribution system and the riser pole if within the 125 foot limit as referenced in Section 7.56.010.1(B). If the customer's service entrance is greater than 125 feet from the distribution system, the customer will pay to the District, in addition to the charges referenced in this section, the fee for additional footage as referenced in Section 7.56.010.1(B).
 1. Said pole shall be of sufficient height to provide the District's conductors a legal clearance above the roadway.
- D. Minimum secondary power conduit depth shall be three feet (36 inches).

- E. The trench shall be filled as follows:
1. Six inches of sand under conduit.
 2. Twelve inches of sand above conduit.
 3. No rocks permitted in backfill over two inches in size. Rule of thumb for sizing - if you cannot completely enclose rock in your hand, it's too big.
 4. No waste lumber, concrete or other building products are permitted in backfill.
 5. Failure to comply with the above requirements may result in the customer re-digging trench.
- F. Conduit size shall be in accordance with National Electric Code (NEC) for size of wire or cable to safely carry the customer's load unless the NEC is superseded by either state, county or EUSERC Rules. However, under no circumstances shall conduit size be smaller than 2" in diameter.
1. Minimum radius of sweeps shall be 36".
 2. All riser conduits shall be waterproofed so no water can get into conduit.
 3. The District will mark the riser location on the pole.
 4. Risers shall be strapped to the pole with a minimum of three conduit straps for the first 10 foot steel section of conduit.
- G. The first ten foot section of conduit up the pole must be galvanized rigid steel, and the sweep at the base of the pole must be galvanized rigid steel. At the District's option, Schedule 80 PVC sweeps may be acceptable.
1. The customer shall install such facilities to a point on such pole not less than 7' or more than 10' above final ground level.
- H. Furnish and install a woven polyester, pre-lubricated pull tape, printed with sequential foot markings in all conduits. Minimum tensile strength requirements are as follows: Electric conduit: 1800 pounds; Communications conduit: 2"C. and Larger – 1000 pounds, 1"C. – 500 pounds
- I. Customer will, at his expense, replace any conduit or fitting that is unusable.
- J. District personnel will inspect the conduit prior to back filling.

- K. Separate living units such as apartments, condos, townhouses, etc., located on the same premises shall be served by a maximum of one conduit from any one of the District's poles. In no case shall there be more than two electric conduits on any one of the District's poles.
- L. The District may elect to provide one conduit on the pole connected to a splice box located on the property line of two adjacent lots. In this instance, customers of affected lands must make conduit runs to the splice box and not the pole.

2.10 Electrical Generators

2.10.1 Auxiliary Power

1. When any customer, for whatever reason, installs an auxiliary source of power (i.e., a generator) there shall be no possibility of connecting the customer's generation in parallel with the District's system.

The customer's equipment must be capable of transferring load between the two systems in an open transition or non-parallel mode. This can be accomplished by either an electrically or mechanically interlocked switching arrangement which precludes operation of both switches in the closed position.

2.10.2 Cogeneration and Small Power Production

1. The District will purchase at its "avoided costs" power and energy from qualifying facilities in accordance with Sections 201 and 210 of PURPA. The District will also sell power and energy to the qualifying facility as it may require. The District will sell the qualifying facility its needs over and above its generating capabilities or, at the qualifying facility's option, will purchase 100% of its generation output and sell to the qualifying facility 100% of its needs. See the District Code for more information.

END OF SECTION 2

3 WATER SERVICE REQUIREMENTS

3.1 Water Service Information: Single Family Residential

The District provides water services to customers throughout the Truckee area.

Costs & Fees:

- A. **Connection Fees:** The connection fee is a charge made by the District to establish a new service. It includes, but is not limited to, the costs of material and labor to provide an appropriate water meter and hardware when required as well as the cost of preparing all necessary forms and cards related to providing water service, and contribution to a restricted fund for future water metering within the District. Please refer to the current fee schedule available from the District offices.

- B. **Facilities Fees:** The facilities fee is a charge made by the District to cover the applicant's pro rata share of the cost of the existing supply facilities and any expansions or additions thereof which are required to serve the applicant. The cost of future source and storage facilities shall be included in the facilities fee in order to maintain an equitable distribution of benefits received between present and future service connections. Please refer to the current fee schedule available from the District offices.

- C. **Construction Costs:** If required, actual costs apply. Contact District offices to verify if additional construction costs apply.

Upon applying for a water service connection to the District's water system, the following procedure must be followed:

1. Submit New Construction application.

2. Pay fees as required. Facilities fees will be calculated based on an approved building permit application.

3. Excavate District meter facilities per "open trench" drawings NCB-W1 and NCB-W-2.

4. Schedule meter installation per drawings NCB-W1 and NCB-W2.

3.2 Water Service Information: Multi family Residential

Contact the District offices to determine current requirements.

3.3 Customer Owned Facilities

1. Customer should contact the Building Department for material/installation requirements.
2. Homeowners should be aware that frozen pipes do occur in this environment, and the homeowner should take actions to prevent freezing water. Frozen water lines between the water box at the street and the home are the customer's responsibility.

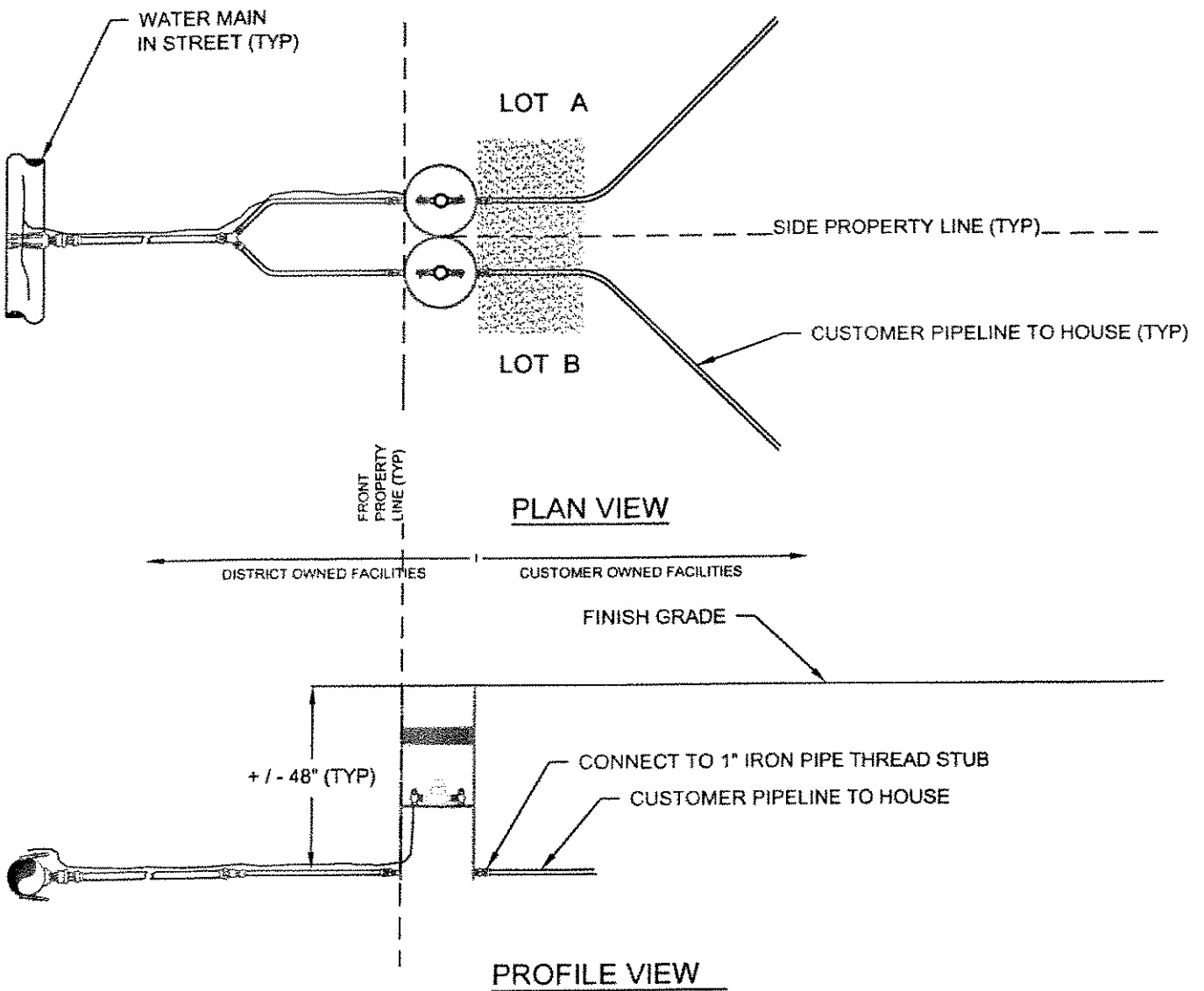
END OF SECTION 3


APPENDIX

**Standard Drawings For
Water Service**

CONSTRUCTION NOTES:

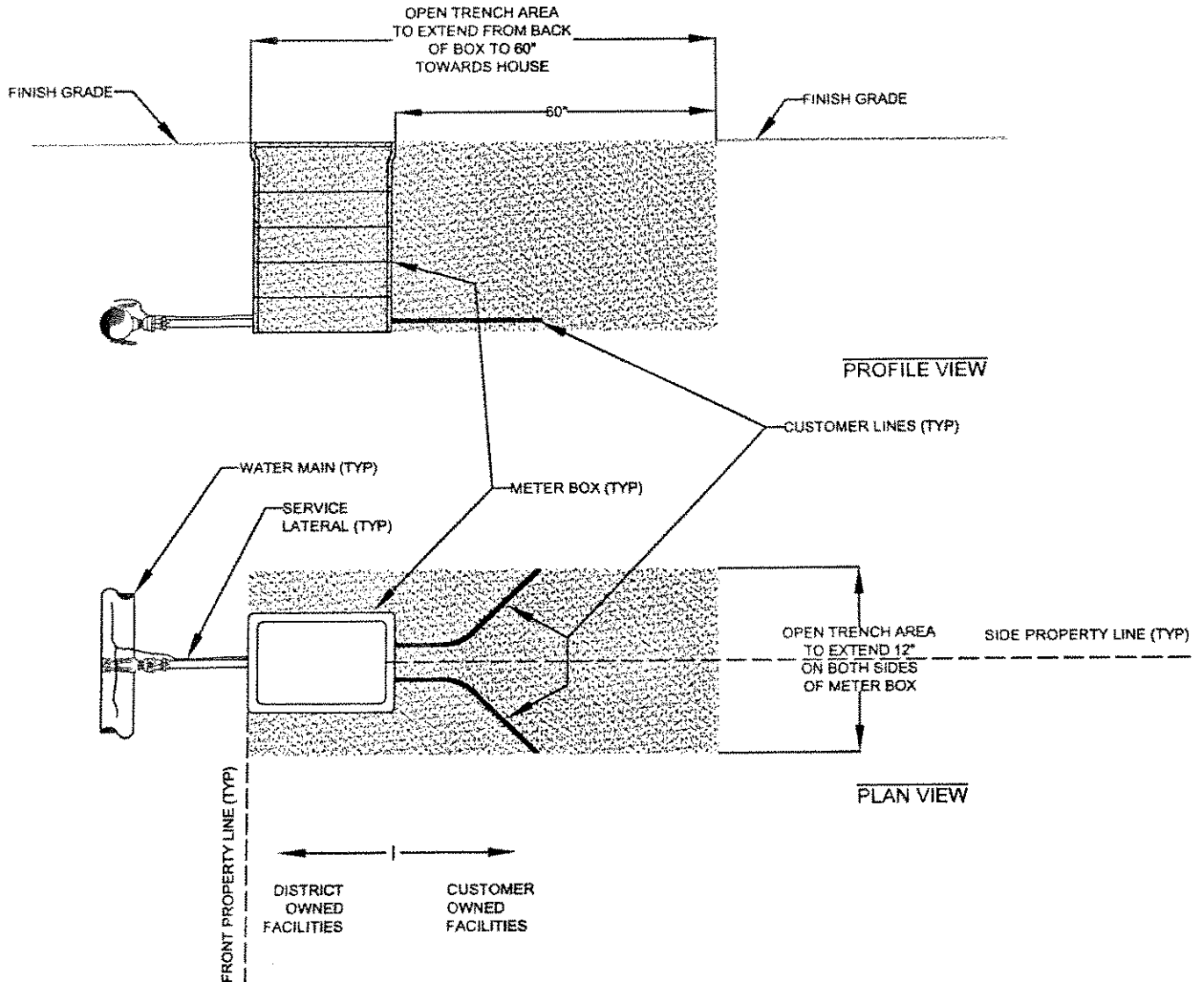
1. SHADED AREA INDICATES OPEN TRENCH AREA, TO BE EXCAVATED BY CUSTOMER.
2. CUSTOMER OWNED FACILITIES AND INSTALLATION PER BUILDING DEPARTMENT REQUIREMENTS.
3. METER INSTALLED BY DISTRICT. SCHEDULE METER INSTALLATION WITH DISTRICT (587-3896), ALLOW 7 TO 10 WORKING DAYS.
4. ALLOW 5 WORKING DAYS (M-F) AFTER SERVICE CONNECTION EXCAVATION IS OPEN FOR DISTRICT TO INSTALL METER. IF SERVICE CONNECTION EXCAVATION IS NOT DONE PER DRAWING, AND ADDITIONAL WORK IS REQUIRED TO MAKE THE CONNECTION OR THE INSTALLATION CAN NOT BE MADE, THEN THERE WILL BE A CHARGE BY THE DISTRICT FOR MOBILIZATION (THE DISTRICT'S COST FOR STAFF AND EQUIPMENT). THE ADDITIONAL MOBILIZATION CHARGE MUST BE PAID AND SERVICE CONNECTION MUST BE DONE PER DRAWING, BEFORE DISTRICT CREWS WILL RETURN TO DO CONNECTION WORK.
5. AFTER METER IS INSTALLED IT IS THE CUSTOMER'S RESPONSIBILITY TO BACKFILL THE SERVICE CONNECTION EXCAVATION. IF THE SERVICE CONNECTION SET IS NOT COMPLETED IN THE GIVEN 5 DAYS, THE CUSTOMER CAN BACKFILL THE SERVICE CONNECTION EXCAVATION AND IT WILL BECOME THE DISTRICT'S RESPONSIBILITY TO REOPEN THE SERVICE CONNECTION EXCAVATION AND DO THE SERVICE CONNECTION AND BACKFILL THE TRENCH AT NO EXTRA COST TO THE CUSTOMER. AT NO TIME WILL THE CUSTOMER BE ALLOWED TO CONNECT THE SERVICE THEMSELVES.




TECHNICAL SPECIFICATIONS		TYPICAL OPEN TRENCH METER PIT INSTALLATIONS	DRAWING # NCB-W1	REVISED 5-17-02
			SCALE NO SCALE	
		 TRUCKEE DONNER Public Utility District	DRAWN MC	APPROVED NK

CONSTRUCTION NOTES:

1. SHADED AREA INDICATES SERVICE CONNECTION EXCAVATION AREA TO BE EXCAVATED BY CUSTOMER.
2. CUSTOMER OWNED FACILITIES AND INSTALLATION PER BUILDING DEPARTMENT REQUIREMENTS.
3. METER INSTALLED BY DISTRICT. ANY CONNECTION MADE WITH-OUT METER AND NOT DONE BY DISTRICT CREWS WILL BE CONSIDERED AN ILLEGAL CONNECTION AND SUBJECT TO AN INSPECTION, AND OR CORRECTION ACTION CHARGE (DISTRICT COST FOR STAFF AND EQUIPMENT).
4. CUSTOMER MUST NOTIFY DISTRICT FIVE (5) WORKING DAYS BEFORE THE SERVICE CONNECTION EXCAVATION IS TO BE OPENED. NOTIFICATION MUST BE SUBMITTED IN WRITING BY FAX, MAIL OR IN PERSON AT DISTRICT CUSTOMER SERVICE COUNTER.
5. ALLOW 5 WORKING DAYS (M-F) AFTER SERVICE CONNECTION EXCAVATION IS OPEN FOR DISTRICT TO INSTALL METER. IF SERVICE CONNECTION EXCAVATION IS NOT DONE PER DRAWING, AND ADDITIONAL WORK IS REQUIRED TO MAKE THE CONNECTION OR THE INSTALLATION CAN NOT BE MADE, THEN THERE WILL BE A CHARGE BY THE DISTRICT FOR MOBILIZATION (THE DISTRICT'S COST FOR STAFF AND EQUIPMENT). THE ADDITIONAL MOBILIZATION CHARGE MUST BE PAID AND SERVICE CONNECTION EXCAVATION MUST BE DONE PER DRAWING, BEFORE DISTRICT CREWS WILL RETURN TO DO CONNECTION WORK.
6. AFTER METER IS INSTALLED IT IS THE CUSTOMER'S RESPONSIBILITY TO BACKFILL THE SERVICE CONNECTION EXCAVATION. IF THE SERVICE CONNECTION SET IS NOT COMPLETED IN THE GIVEN FIVE (5) DAYS, THE CUSTOMER CAN BACKFILL THE SERVICE CONNECTION EXCAVATION AND IT WILL BECOME THE DISTRICT'S RESPONSIBILITY TO REOPEN THE SERVICE CONNECTION EXCAVATION AND DO THE SERVICE CONNECTION AND BACKFILL THE TRENCH AT NO EXTRA COST TO THE CUSTOMER. AT NO TIME WILL THE CUSTOMER BE ALLOWED TO CONNECT THE SERVICE THEMSELVES.



TECHNICAL SPECIFICATIONS	TYPICAL OPEN TRENCH WITH PRECAST CONCRETE BOXES		DRAWING #	REVISED
			NCB-W2	6-19-03
	 TRUCKEE DONNER Public Utility District		SCALE	
			NO SCALE	
		DRAWN	APPROVED	
		MC	NK	



WATER RESIDENTIAL SERVICE CONNECTION REQUEST AGREEMENT

1. I agree that the service connection excavation will be done per drawing # NCB-W2 as shown on attach sheet. If service connection excavation is not constructed per drawing when District crews arrive there will be an additional mobilization charge(District's cost for staff and equipment). Mobilization charge must be paid before work can be rescheduled.

2. I agree that the meter will be installed by the district and that any connection that is made without a meter and not done by a district crew will be considered an illegal connection and subject to an inspection, and or corrective action charge(District's cost for staff and equipment). The Inspection, and or corrective action charge must be paid before legal connection and transfer can take place.

3. I agree that I must notify the District in writing, with the attach **SERVICE CONNECTION REQUEST FORM** within 5 working days before the trench is to be opened. By fax, mail or drop off notice in person. If notice is given and service connection excavation will not be ready when scheduled I will notify the district in writing 24hrs before the first day of the scheduled service connection excavation is to be open. I understand that if I do not cancel before District staff respond to install the service connection, then I will be charge a mobilization charge. And that the Mobilization charge must be paid before rescheduling the service connection work.

Signed

Date

Print Name



SERVICE CONNECTION REQUEST FORM

This form needs to faxed to 530-587-5056 or dropped off at 11570 Donner Pass Rd at front counter. (5 working days prior to open trench being ready)

Today's Date

This date must be 5 working days minimum prior to open trench being ready.

The Service Connection Location

Date Service connection excavation will be ready

If service connection excavation will not be ready on the date listed above, the requesting party shall notify the District in writing at least one day before the ready date. If the District is not notified 24 hours in advance, then mobilization charges for District staff time will be assessed to the project cost.

SIGNED

Reschedule

PRINT NAME

CONTACT PHONE NUMBER

COMPANY NAME

Do Not Write Below This Line - For TDPUD use only

Installed By

Date Work Performed

If Work Not Performed, State Reason

Date Received Received By

Work Order #

Service Order #

SIGNED

DATE

Reason Work Not Performed Confirmed By

SIGNED

DATE

SERVICE CHARGE PAID YES NO